



**DEPARTMENT OF BUDGET AND FISCAL SERVICES
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

TO: Chief Procurement Officer
FROM: Corporation Counsel -- Ethics Commission
Department/Division/Agency

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption to purchase the following:

1. Description of goods, services or construction:

To provide investigative and expert witness services to the Honolulu Ethics Commission on 8-10 highly confidential ethics complaints. The scope of services shall include but not be limited to reviewing paper and electronic documents; interviewing witnesses; preparing oral and written case status reports upon request from the Commission; preparing a final written report on each complaint, and serving as a witness at Commission meetings, contested hearings or other proceedings.

2. Name of Vendor: to be determined
Address:

3. Amount of Request:
\$

4. Term of Contract: From: upon approval To:

5. Prior Exemption Ref. No.

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

The nature of the 8-10 ethics complaints is highly confidential and the complainants are high profile. The complainant names will have to be revealed to potential bidders in order for bidders to do a conflict of interest check.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Interested law firms and/or lawyers will be asked to perform a conflict of interest check, provide proposals on rates, and confirm competency to satisfy investigation requirements.

8. Identify the primary staff person(s) responsible for this procurement.

Name	Agency/Division	Phone Number	Email Address
Judge Riki Amano	Ethics Commission	523-1234	rma3cc@yahoo.com
Catherine Maki	Corporation Counsel/Administration	768-5123	cmaki@honolulu.gov

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

Department: Corporation Counsel-Ethics Commission
Contact Name: Judge Riki Amano
Phone Number: 523-1234
E-mail: rma3cc@yahoo.com

Agency shall ensure adherence to applicable administrative and statutory requirements

To the best of my knowledge I certify that the information provided above is true, correct, and that there is no conflict of interest related to this procurement.



Department Head

4/13/16

Date

Reserved for BFS Use Only

Date Notice Posted _____

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
Department of Budget and Fiscal Services
530 South King Street, Room 115
Honolulu, Hawaii 96813
bfs purchasing@honolulu.gov

Chief Procurement Officer's comments:

☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

Chief Procurement Officer

Date